



United States District Court District of Montana

Vacancy Announcement

02D:2015

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| Position Title: | Pro Se Law Clerk |
| Duty Station: | Any District of Montana Clerk's Office (Billings, Butte, Great Falls, Helena or Missoula) |
| Starting Grade/Salary*: | JSP 11-13, \$58,562 – \$83,468 |
| Announcement Date: | February 3, 2015 |
| Application Deadline: | Open until filled, with preference given to applications received by February 25, 2015 |
| Appointment Type: | Term Appointment, beginning April 1, 2015, |
| Length of Appointment: | Term expires December 31, 2016 |
| Status: | Full time (**see below) |

*Starting salary and grade will be determined based on experience and qualifications. The individual chosen for this position may be eligible for future promotion without competition.

** The status of this position will depend on funding and staffing allocations. In the event of a reduction in allocations the position may become part time after September 30, 2015.

Representative Duties:

The Pro Se Law Clerk performs substantive screening of motions to vacate sentence, state habeas corpus petitions, and civil rights complaints, the majority of which are filed by self-represented prisoners; drafts appropriate bench memoranda and public documents for the Court; performs legal research for the Court; ensures adequate communication among chambers and the clerk's office; reviews the docket of pending prisoner cases to facilitate progress and advises the Court of those cases where action is appropriate; compiles statistics and prepares periodic reports reflecting the status and flow of prisoner and pro se cases; and performs other duties related to case management or court administration, as assigned.

Minimum Qualifications and Requirements:

Graduation from an accredited law school; membership in good standing with a State Bar; strong work ethic and capacity for self-direction; ability to work well with others; excellent organizational, communication, research, and writing skills; and proficient typing and personal computer skills.

Employment Requirements and Selection Process:

Applicants must be citizens of the United States or be eligible to work in the United States. Employees are required to use Electronic Fund Transfer for payroll deposit. The Court requires that employees adhere to

the *Judicial Code of Conduct*, available at www.uscourts.gov . All employees of the U.S. Court are subject to a background investigation and fingerprint check.

Information for Applicants:

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three professional references;
- 4) Form AO-78, Application for Judicial Branch Employment, available at www.uscourts.gov/careers
Note: the last page of the AO-78 requires a signature.

Applications will not be considered complete until all of the items listed above have been received; incomplete applications will not be considered. The position will be open until filled, however applications received by February 25, 2015 will receive first consideration.

Submit application documents as PDF attachments ONLY to:

sharon_hardwick@mtd.uscourts.gov

Subject line: USDC-Pro Se Application (last name)

Applicants will receive an email confirmation within 10 days of receipt of their application. No phone calls, please. Due to the expected volume of applications any further communication will be limited to those individuals contacted for screening and interviews. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized. The Court reserves the right to amend or withdraw this announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk may elect to select a candidate from the original qualified applicant pool.

Benefits:

Employees of the United States District Court serve under an Excepted Appointment and are considered “at will” employees. Term Law clerks are eligible to participate in the federal health, dental, vision, and life insurance benefits, and receive ten paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management’s civil service classification system or regulations. Additional information regarding the U.S. Courts, the Judicial Code of Conduct, and federal benefits can be located at www.uscourts.gov.

The Administrative Office of the United States Courts is an Equal Opportunity Employer.